

Example 2.1a

Standard Title: **AGENCY EXECUTIVE DIRECTOR/PRESIDENT**

PRIMARY ADMINISTRATIVE POSITION EXEMPTION (36e(2))

◆ **General Function Statement**

Provide administrative leadership and oversight to an affiliated agency or institution with multiple reporting components in collaboration with the University System. Is responsible for agency-wide functions and for directing activities of affiliated organizations, partnerships, state or federal programs.

◆ **Organization Relationship**

Organization Board of Directors
Executive Director
 Directors
 Associate/Assistant Directors
 Professional Staff (Coordinators/Specialists/Managers/Analysts)
 Technical, Clerical Support Staff

◆ **Request for Exemption under Criterion:**

◆ **Typical Responsibilities**

1. Provide executive leadership to develop and administer a comprehensive program and activities to fulfill the role of the office, function, or organization.
2. Interface with Board of Directors and Advisory Committees to direct collaborative efforts between other institutions, organization or projects and programs affiliated with a campus or university. Chair and convene committees and provide leadership and support to Board of Directors and advisory groups.
3. Ensure provisions of contractual agreements between campus/university and relevant outside programs or organization.
4. Oversee financial management, including control of the budget and allocation of resources. Budgets may be large and include major federal or state grants or private funds.
5. Formulate, establish and implement administrative policies applicable to the organizations, or those applicable campus or university-wide.
6. Provide professional expertise and leadership.
7. Provide management reports, analyses, data and information for administrative purposes.
8. Direct the staffing by overseeing recruitment, training, and management of work assigned to professionals and support staff.

Example 2.1a

Standard Title: **ASSISTANT VICE PRESIDENT/ ASSISTANT CHANCELLOR/ASSISTANT VICE CHANCELLOR**

PRIMARY ADMINISTRATIVE POSITION EXEMPTION (36e(2))

◆ ***General Function Statement***

Performs independent administrative functions and reports to Vice Chancellor/Vice President/Chancellor. Representative independent functions include but are not limited to Academic Affairs, Affirmative Action, Administrative Affairs, Health Affairs, Information Systems Services, Institutional Advancement, Research, or Student Affairs.

◆ ***Organization Relationship***

Chancellor/Vice Chancellor/ Vice President
Associate Chancellor/Associate Vice Chancellor/Associate Vice President
Assistant Chancellor/Assistant Vice Chancellor//Assistant Vice President

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Oversee designated administrative functions under direction as assigned.
2. Draft policies, procedures, and guidelines.
3. Provide support for major initiatives.
4. Address staffing issues.
5. Prepare ad hoc reports and conduct research.
6. Monitor policy by acting as approving authority.
7. Assume line responsibility for specific administration function(s).

Example 2.1a

Standard Title: **ASSOCIATE VICE PRESIDENT/ASSOCIATE VICE CHANCELLOR/ASSOCIATE CHANCELLOR**

PRIMARY ADMINISTRATIVE POSITION EXEMPTION (36e(2))

◆ ***General Function Statement***

Performs independent administrative functions and reports to Vice Chancellor/Vice President/Chancellor. Representative independent functions include but are not limited to Academic Affairs, Affirmative Action, Administrative Affairs, Health Affairs, Information Systems Services, Institutional Advancement, Research, or Student Affairs.

◆ ***Organization Relationship***

Chancellor/Vice Chancellor/Vice President
Associate Chancellor/Associate Vice Chancellor//Associate Vice President

◆ ***Request for Exemption under Criterion:***

◆ ***Typical Responsibilities***

1. Chief advisor to Chancellor/Vice Chancellor/Vice President.
2. Responsible for providing leadership for independent administrative functions as assigned.
3. Responsible for day-to-day operations and management of campus resources and activities as assigned.
4. Responsible for budget and programmatic analysis of assigned units.
5. Establish and maintain necessary control mechanisms for effective management of designated functions.
6. Undertake and carry out studies, analyses and interpretations of plans for assigned functions.
7. Participate in policy development and administration of university and campus policies related to all aspects of described functions.